



**Governor's Advisory Council
To The Division of Developmental Disabilities**

October 18, 2018

1056 Governor's Avenue
Dover, DE

Council Members:

Terri Hancharick, Chair
Tim Brooks
Tom Rust
Sue Pereira
Stan Trier
Angela Sipple

Staff Members:

Marie Nonnenmacher, Director
Marissa Catalon, Deputy Director
Katie Howe, Director of Program Integrity
Terry Macy, Director of Community Services
Lynda Lord, Director of Professional Services
Jim Dickinson, Director of Service Integrity & Enhancement
Brian Manubay, Lifespan Waiver Co-Manager
Stacy Watkins, Director of Lifespan Supports to Families
Jennifer Tozer, Manager of Family Engagement
Nicole Lawless, Executive Secretary (Minutes)

Guests Present:

Vivia Turner, CERTS

Review of Previous Meeting Minutes

Council members reviewed and approved the minutes from the September 20, 2018 meeting.

Meeting Minutes

Staffing Update

Stacy Watkins, DDDS Manager of Lifespan Services for Families, introduced the new Manager of Family Engagement, Jennifer Tozer. Jennifer was previously an employment navigator with DDDS for four years and is now working to improve family engagement and advocacy at DDDS. Jennifer has already begun interacting with the Expanding Options Group (EXPO) in New Castle County. The group asked DDDS to speak with them about waiver supports and services provided by DDDS. EXPO has invited Jennifer back for a future meeting to speak about Pathways and answer any additional questions they may have.

Marie announced the promotion of Dr. Kai-Stefan Fountain to Executive Director of Stockley Center, effective October 1, 2018, and the hiring of the new Chief of Administration, Darlene Sturgeon. Darlene began on Monday, October 15, 2018.

Marissa Catalon, DDDS Deputy Director, announced the active push for reclassifications to assist with Pathways program needs. Initially DDDS used reclassified positions to staff the Pathways program. The

program has grown and the Division has filled in the gaps with Casual Seasonal employees to manage the caseloads. DDDS is now pursuing the reclassification of other positions to fill this need.

Census

Jim Dickinson, Manager of DDDS Service Integrity and Enhancement, provided council members with an updated census report for review. The council questioned the drop in numbers for the Stockley Center and learned that the licensed bed capacity was reduced from 60 to 54 in October 2017. Council members also asked about new additions to Stockley. DDDS explained that, per the Social Security Act, the state must offer institutional services to anyone who applies for enrollment to an HCBS waiver.

After review of the census report, council members asked DDDS if homes, apartments, and shared living could be broken out in future reports.

Budget Update

DDDS is currently in the budget process. The Division is working with the Department of Health and Social Services on the target budget for submission to the Governor. After review, the Governor will submit the department budget on the third Thursday of January.

The Division has requested money for 75 placements and for high school graduates. The executive budget hearings will take place on November 14, 2018 at 1:00pm.

Lifespan Waiver Update

Stacy Watkins provided council members with an update on the recent progress of the lifespan waiver. A Lifespan "indicator" has been attached to every individual approved for services to date. The Division initially saw 10-11 approvals a day, but the numbers have decreased to 1-2 approvals per day. DDDS is now working with Columbus to begin a new round of enrollees.

Brian Manubay shared updates with the council about the Lifespan Waiver renewal. DDDS continues to work on the renewal and a draft will be available for review by the Director in three weeks. The Division initially set a target completion date of December 2018, but has since moved the date to mid-November. A completed renewal is due to CMS by March 31, 2019. The Division is also working on a private duty nursing amendment.

Electronic Case Record Update

The DDDS Data Unit is in the process of scheduling "User Acceptance Testing" over the next couple of weeks and into November. DDDS is working with fiscal to coordinate an accurate billing data upload for the system. The Division is also working on a configuration for the data to ensure all of the data is compatible.

AARP Engagement

AARP Delaware is currently advancing a bill called the Share the Care Act that would allow unlicensed paid caregivers to assist individuals with medications. A responsible party, typically a family member, could provide the caregiver with written instructions on how to administer medication for the individual.

Marie Nonnenmacher attended a meeting at the Armory to hear discussions about the bill. There is currently resistance from the Board of Nursing; however, to others the bill is a helpful option in light of current nursing shortages. DDDS would like to connect with AARP and develop interaction with the organization in the future.

Provider Enrollment Update

Lynda Lord provided the council with a list detailing the status of providers for new waiver services. DDDS recently updated the authorization process for new provider enrollment. All providers other than Home Care Delivered have received approval by the Authorization Committee.

The authorization process currently consists of the following steps.

1. Review by the Authorization Committee.
2. Application submission through the Medicaid portal, DXC for approval.

Providers who have completed the full process will have their name and contact information added to the DDDS website.

Rate Study Update

DDDS kicked off the rate study process last week. The Division met with their initial group of providers on Tuesday to review the tentative timeline and hear concerns about provider rates. DDDS is in the process of scheduling one on one meetings for next week with each provider. A weekly call will take place with Roger Deshaies of JVGA and Associates, and meetings have been schedule for mid-November and early December. Rate study information will be submitted to the Cabinet Secretary's office by December 27, 2018.

Council members asked DDDS to share the draft during the November 2018 meeting and asked how the outcome of the study will relate to the budget. The rate study will not have a direct impact on the Governor's budget, but will be available in time for the legislature. All services are now at 81.2% of the 100% benchmark. DDDS will provide an update at the next meeting.

GAO HCBS Report

Council agreed to table this discussion until the November 2018 meeting.

GAC Retreat Topics

DDDS and council members submitted topic updates for the April 2019 GAC Retreat. The updated topic list is as follows:

- DDDS Initiatives (for next few years)
 - List of current DDDS projects
 - What is in progress/being
- DDDS transition from a service provider to an oversight organization
 - What activities does this include?
 - Will staffing remain the same?

- Are there associated costs with the transition?
- GAC Priorities (for next few years)
- Evaluation of Providers
 - Synopsis of the DDDS evaluation process
- Future of the Stockley Center and property
- Website Changes
 - Information about aging should be included in future website
 - finished
 - What is on the shelf
- Aging In Place
 - Educational presentation about what universal design it looks like.
- FY21 Budget Discussion
- Expectations of DDDS Director for the GAC
- 360 Review of GAC
- NCI Data Overview
- Presentation by AVAIL & Simply Home
- FY19 Meeting Schedule and Time

Other Business/Announcements

The Governor reappointed Timothy Brooks to the GAC.

Terry Macy, DDDS Director of Community Services, recently convened a meeting of DDDS providers to discuss their experience using hospice to support DDDS clients. Various providers participated in the meeting and confirmed that the Division has a healthy hospice program within the state. DDDS is not experiencing any policy issues, but would like to provide some additional guidance to staff. Council members suggested the Division begin working with the Alzheimer's Association, as 100% of individuals with Down syndrome will develop Alzheimer's at some point.

Community Services met with Kencrest to see a presentation on their new technology assistance system AVAIL. The functions of the system are based on the abilities of the individual. Community Services also learned about Simply Home, a company whose technology considers the environment of the individual and then provides needed supports. AVAIL and Simply Home are currently working to pair their technologies together.

The state of Tennessee invited Delaware (DDDS) to participate in their 10 state panel on assistive technology.

Council members requested that DDDS add job titles to employee names in future minutes and provide a high-level organizational chart later.

Future Meetings

January 17, 2019	10:00 a.m. – 12:00 p.m.
February 21, 2019	10:00 a.m. – 12:00 p.m.
March 21, 2019	10:00 a.m. – 12:00 p.m.
April 18, 2019 (Retreat)	9:00 a.m. – 2:00 p.m.
May 16, 2019	10:00 a.m. – 12:00 p.m.
June 20, 2019	10:00 a.m. – 12:00 p.m.

